

**FEDERAL PROGRAMS DIVISION  
MONITORING AND FAMILY SERVICES BRANCH  
EARLY START AND HEALTH SERVICES SECTION  
PART C MANAGEMENT UNIT**

**DUTY STATEMENT**

**EMPLOYEE:**

**JOB TITLE:** Community Program Specialist III

**POSITION #:** 472-573-8362-001

**POSITION DESCRIPTION:** The Community Program Specialist III (CPS III) directly supervises staff that perform a variety of program relating to California's early intervention program, known in California as Early Start. The CPS III primarily oversees California's responsibilities with federal regulations and the federal grant related to Part C of the Individuals with Disabilities Education Act. The CPS III oversees Early Start projects, contracts, and interagency activities and provides technical assistance to local programs when needed.

**SUPERVISION EXERCISED:** Provides direct supervision to staff working in the Early Start and Health Services Section, Part C Management Unit.

**SUPERVISION RECEIVED:** Reports directly to the Community Program Specialist IV in the Monitoring and Family Services Branch.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Provide supervision to staff to ensure completion of analytical responsibilities including program, policy and data analysis on project areas relating to Early Start for infants and toddlers with developmental disabilities and their families. These areas may include public education and awareness campaigns, federal and state regulation research and analysis, and personnel development.
- 30% Provide technical assistance and support on statewide projects and activities related to interagency collaboration, outreach, and personnel development. Ensure technical assistance is provided, as needed, to regional centers, family resource centers and local programs concerning compliance with the federal and state standards and requirements.
- 15% Ensure timely and effective development and maintenance of interagency agreements, contracts, grant application preparation and revisions to program regulations.

- 10% Oversee the development, evaluation and monitoring of standards, policies and procedures related to local program and project implementation.
- 10% Complete or participate on special projects, such as those related to the Interagency Coordinating Council on Early Intervention and provide data and legislative analyses as required to provide information to policy makers on program objectives.

**Marginal Job Functions:**

- 5% Represent the Department in meetings on program issues with regional centers, other state departments, and other public or private entities.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment. Sedentary, non-strenuous, working on a personal computer 60% of total office time. Statewide travel, up to 10% of working time, is required for monitoring and technical assistance activities.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:** California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures.

**Ability to:** Develop and maintain cooperative and constructive working relationships with other agencies, the community, and Department staff; organize and prioritize workload to meet demands in a fast-paced work environment; demonstrate excellent leadership qualities, with the ability to develop, mentor, and motivate staff.

**CERTIFICATION OR LICENSE:** None.

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(Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sharon DeRego  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.